

## ATTACHMENT C

### SANITARY SEWER SYSTEM REQUIREMENTS<sup>1</sup>

#### A. BACKGROUND

1. These Requirements are attached by reference to facility specific waste discharge requirements for privately owned wastewater treatment facilities for which the associated sanitary sewer collection systems are owned by the same private entity. These Requirements are intended to provide consistency with State Water Resources Control Board Order No. 2006-0003 Statewide General Waste Discharge Requirements for Wastewater Collection System Agencies.
2. To facilitate proper funding and management of sanitary sewer systems, the owner of the sanitary sewer collection system (Discharger) must develop and implement a system-specific Sewer System Management Plan (SSMP). To be effective, SSMPs must include provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit analysis. Additionally, an SSMP must contain a spill response plan that establishes standard procedures for immediate response to a sewer system overflow (SSO) in a manner designed to minimize water quality impacts and potential nuisance conditions.
3. Many Dischargers in California have already developed SSMPs and implemented measures to reduce SSOs. These entities can build upon their existing efforts to establish a comprehensive SSMP consistent with these requirements. Others, however, still require technical assistance and, in some cases, funding to improve sanitary sewer system operation and maintenance in order to reduce SSOs.
4. SSMP certification by technically qualified and experienced persons can provide a useful and cost-effective means for ensuring that SSMPs are developed and implemented appropriately.
5. It is the State Water Resources Control Board's (State Water Board) and Central Coast Regional Water Quality Control Board's (Central Coast Water Board) intent to gather additional information on the causes and sources of SSOs to augment existing information and to determine the full extent of SSOs and consequent public health and/or environmental impacts occurring in the State.
6. Both uniform SSO reporting and a centralized statewide electronic database are needed to collect information to allow the State and Regional Water Boards to effectively analyze the extent of SSOs statewide and their potential impacts on

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<sup>1</sup> Adapted from State Water Resources Control Board Order No. 2006-0003  
Statewide General WDR For Wastewater Collection Agencies

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beneficial uses and public health. The monitoring and reporting program requirements contained herein are necessary to assure compliance with these requirements.

7. Information regarding SSOs must be provided to the State Water Board and Central Coast Water Board and other regulatory agencies in a timely manner and be made available to the public in a complete, concise, and timely fashion
8. The Discharger must comply with all requirements contained herein. Any noncompliance with these Requirements constitutes a violation of the California Water Code and is grounds for enforcement action.
9. It is the intent of the Central Coast Regional Water Quality Control Board that sanitary sewer systems be regulated in a manner consistent with these Requirements. Nothing in these Requirements shall be:
  - a. Interpreted or applied in a manner inconsistent with the Federal Clean Water Act, or supersede a more specific or more stringent state or federal requirement in an existing permit, regulation, or administrative/judicial order or Consent Decree;
  - b. Interpreted or applied to authorize an SSO that is illegal under either the Clean Water Act, an applicable Basin Plan prohibition or water quality standard, or the California Water Code;
  - c. Interpreted or applied to supersede any more specific or more stringent WDR or enforcement order issued by a Regional Water Board.

### B. DEFINITIONS

1. **Sanitary sewer overflow (SSO)** - Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system. SSOs include:
  - a. Overflows or releases of untreated or partially treated wastewater that reach waters of the United States;
  - b. Overflows or releases of untreated or partially treated wastewater that do not reach waters of the United States; and,
  - c. Wastewater backups into buildings and on private property that are caused by blockages or flow conditions within the publicly owned portion of a sanitary sewer system.
2. **Sanitary sewer system** - Any system of pipes, pump stations, sewer lines, or other conveyances, upstream of a wastewater treatment plant headworks used to collect and convey wastewater to the publicly owned treatment facility.

Temporary storage and conveyance facilities (such as vaults, temporary piping, construction trenches, wet wells, impoundments, tanks, etc.) are considered to be part of the sanitary sewer system, and discharges into these temporary storage facilities are not considered to be SSOs.

3. **SSO Reporting System** – Online spill reporting system that is hosted, controlled, and maintained by the State Water Board. The web address for this site is <http://ciwqs.waterboards.ca.gov>. This online database is maintained on a secure site and is controlled by unique usernames and passwords.
4. **Untreated or partially treated wastewater** – Any volume of waste discharged from the sanitary sewer system upstream of a wastewater treatment plant headworks.
5. **Satellite collection system** – The portion, if any, of a sanitary sewer system owned or operated by a different public agency than the agency that owns and operates the wastewater treatment facility to which the sanitary sewer system is tributary.
6. **Nuisance** - California Water Code section 13050, subdivision (m), defines nuisance as anything which meets all of the following requirements:
  - a. Is injurious to health, or is indecent or offensive to the senses, or an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property.
  - b. Affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal.
  - c. Occurs during, or as a result of, the treatment or disposal of wastes.

#### C. PROHIBITIONS

1. Any SSO that results in a discharge of untreated or partially treated wastewater to waters of the United States is prohibited.
2. Any SSO that results in a discharge of untreated or partially treated wastewater that creates a nuisance as defined in California Water Code Section 13050(m) is prohibited.

#### D. PROVISIONS

1. The Discharger shall take all feasible steps to eliminate SSOs. In the event that an SSO does occur, the Discharger shall take all feasible steps to contain and mitigate the impacts of an SSO.

2. In the event of an SSO, the Discharger shall take all feasible steps to prevent untreated or partially treated wastewater from discharging from storm drains into flood control channels or waters of the United States by blocking the storm drainage system and by removing the wastewater from the storm drains.
3. All SSOs must be reported in accordance with Section G of these Requirements.
4. In any enforcement action, the State and/or Central Coast Water Board will consider the appropriate factors under the duly adopted State Water Board Enforcement Policy. And, consistent with the Enforcement Policy, the State and/or Central Coast Water Board must consider the Discharger's efforts to contain, control, and mitigate SSOs when considering the California Water Code Section 13327 factors. In assessing these factors, the State and/or Central Coast Water Board will also consider whether:
  - a. The Discharger has complied with these Requirements, including requirements for reporting and developing and implementing a SSMP;
  - b. The Discharger can identify the cause or likely cause of the discharge event;
  - c. There were no feasible alternatives to the discharge, such as temporary storage or retention of untreated wastewater, reduction of inflow and infiltration, use of adequate backup equipment, collecting and hauling of untreated wastewater to a treatment facility, or an increase in the capacity of the system as necessary to contain the design storm event identified in the SSMP. It is inappropriate to consider the lack of feasible alternatives, if the Discharger does not implement a periodic or continuing process to identify and correct problems.
  - d. The discharge was exceptional, unintentional, temporary, and caused by factors beyond the reasonable control of the Discharger;
  - e. The discharge could have been prevented by the exercise of reasonable control described in a certified SSMP for:
    - i) Proper management, operation and maintenance;
    - ii) Adequate treatment facilities, sanitary sewer system facilities, and/or components with an appropriate design capacity, to reasonably prevent SSOs (e.g., adequately enlarging treatment or collection facilities to accommodate growth, infiltration and inflow, etc...);
    - iii) Preventive maintenance (including cleaning and fats, oils, and grease (FOG) control);
    - iv) Installation of adequate backup equipment; and,
    - v) Inflow and infiltration prevention and control to the extent practicable.
  - f. The sanitary sewer system design capacity is appropriate to reasonably prevent SSOs.

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- g. The Discharger took all reasonable steps to stop and mitigate the impact of the discharge as soon as possible.
5. When a sanitary sewer overflow occurs, the Discharger shall take all feasible steps and necessary remedial actions to:
  - a. control or limit the volume of untreated or partially treated wastewater discharged;
  - b. terminate the discharge; and,
  - c. recover as much of the wastewater discharged as possible for proper disposal, including any wash down water.
6. The Discharger shall implement all remedial actions to the extent they may be applicable to the discharge and not inconsistent with an emergency response plan, including the following:
  - a. Interception and rerouting of untreated or partially treated wastewater flows around the wastewater line failure;
  - b. Vacuum truck recovery of sanitary sewer overflows and wash down water;
  - c. Cleanup of debris at the overflow site;
  - d. System modifications to prevent another SSO at the same location;
  - e. Adequate sampling to determine the nature and impact of the release; and,
  - f. Adequate public notification to protect the public from exposure to the SSO.
7. The Discharger shall properly, manage, operate, and maintain all parts of the sanitary sewer system owned or operated by the Discharger, and shall ensure that the system operators (including employees, contractors, or other agents) are adequately trained and possess adequate knowledge, skills, and abilities.
8. The Discharger shall allocate adequate resources for the operation, maintenance, and repair of its sanitary sewer system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures. These procedures must be in compliance with applicable laws and regulations and comply with generally acceptable accounting practices.
9. The Discharger shall provide adequate capacity to convey base flows and peak flows, including flows related to wet weather events. Capacity shall meet or exceed the design criteria as defined in the Discharger's System Evaluation and Capacity Assurance Plan for all parts of the sanitary sewer system owned or operated by the Discharger.

## E. SEWER SYSTEM MANAGEMENT PLAN (SSMP)

1. The Discharger shall develop and implement a written Sewer System Management Plan (SSMP) and make it available to the State or Central Coast Water Board upon request. A copy of this document must be publicly available at the Discharger's office and/or available on the Internet. This SSMP must be approved by the Discharger's governing board at a public meeting as applicable.
2. In accordance with the California Business and Professions Code Sections 6735, 7835, and 7835.1, all engineering and geologic evaluations and judgments shall be performed by or under the direction of registered professionals competent and proficient in the fields' pertinent to the required activities. Specific elements of the SSMP that require professional evaluation and judgments shall be prepared by or under the direction of appropriately qualified professionals, and shall bear the professional(s)' signature and stamp.
3. The mandatory elements of the SSMP are specified below. However, if the Discharger believes that any element of this section is not appropriate or applicable to the Discharger's sanitary sewer system, the SSMP program does not need to address that element. The Discharger must justify why that element is not applicable.
  - a. **Goals:** The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.
  - b. **Organization:** The SSMP must identify:
    - i) The name of the responsible or authorized representative as described in Section K of this Order.
    - ii) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
    - iii) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Central Coast Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (OES)).
  - c. **Legal Authority:** Each Discharger must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

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- i) Prevent illicit discharges into its sanitary sewer system (examples may include infiltration and inflow (I/I), stormwater, chemical dumping, unauthorized debris and cut roots, etc...);
  - ii) Require that sewers and connections be properly designed and constructed;
  - iii) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
  - iv) Limit the discharge of fats, oils, and grease and other debris that may cause blockages; and,
  - v) Enforce any violation of its sewer ordinances.
- d. **Operation and Maintenance Program.** The SSMP must include those elements listed below that are appropriate and applicable to the Discharger's system:
- i) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities;
  - ii) Describe routine preventive operation and maintenance activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;
  - iii) Develop rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short and long term plans plus a schedule for developing the funds needed for the capital improvement plan;
  - iv) Provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained; and,

- v) Provide equipment and replacement part inventories, including identification of critical replacement parts.

**e. Design and Performance Provisions:**

- i) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and,
- ii) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

**f. Overflow Emergency Response Plan - Each Discharger shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:**

- i) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- ii) A program to ensure appropriate response to all overflows;
- iii) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc...) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDR or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;
- iv) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- v) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and,
- vi) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

**g. Fats, Oils, and Grease (FOG) Control Program: Each Discharger shall evaluate its service area to determine whether a FOG control program is**



needed. If a Discharger determines that a FOG program is not needed, the Discharger must provide justification for why it is not needed. If FOG is found to be a problem, the Discharger must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate:

- i) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;
  - ii) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;
  - iii) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG;
  - iv) Requirements to install grease removal devices (such as traps or interceptors) design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements;
  - v) Authority to inspect grease producing facilities, enforcement authorities, and whether the Discharger has sufficient staff to inspect and enforce the FOG ordinance;
  - vi) An identification of sanitary sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section; and,
  - vii) Development and implementation of source control measures, for all sources of FOG discharged to the sanitary sewer system, for each section identified in (f) above.
- h. **System Evaluation and Capacity Assurance Plan:** The Discharger shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:
- i) **Evaluation:** Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity)

and the major sources that contribute to the peak flows associated with overflow events;

- ii) **Design Criteria:** Where design criteria do not exist or are deficient, undertake the evaluation identified in "i" above to establish appropriate design criteria;
- iii) **Capacity Enhancement Measures:** The steps needed to establish a short- and long-term capital improvement plan (CIP) to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
- iv) **Schedule:** The Discharger shall develop a schedule of completion dates for all portions of the capital improvement program developed in (i-iii) above. This schedule shall be reviewed and updated consistent with the SSMP program audit and update requirements as described in Sections E. 5 and E.8, respectively.

4. **Monitoring, Measurement, and Program Modifications:** The Discharger shall:

- a. Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- b. Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- c. Assess the success of the preventative maintenance program;
- d. Update program elements, as appropriate, based on monitoring or performance evaluations; and,
- e. Identify and illustrate SSO trends, including: frequency, location, and volume.

5. **SSMP Program Audits** - As part of the SSMP, the Discharger shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Discharger's compliance with the SSMP requirements contained herein, including identification of any deficiencies in the SSMP and steps to correct them.

6. **Communication Program** - The Discharger shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Discharger as the program is developed and implemented.

The Discharger shall also create a plan of communication with systems that are tributary and/or satellite to the Discharger's sanitary sewer system.

7. **SSMP Certification** - Both the SSMP and the Discharger's program to implement the SSMP must be certified by the Discharger to be in compliance with the requirements set forth herein and must be presented to the Discharger's governing board for approval at a public meeting as applicable. The Discharger shall certify that the SSMP, and subparts thereof, are in compliance with these Requirements within the time frames identified in the time schedule provided below.

In order to complete this certification, the Discharger's authorized representative must complete the certification portion in the Online SSO Database Questionnaire by checking the appropriate milestone box, printing and signing the automated form, and sending the form to:

State Water Resources Control Board  
Division of Water Quality  
Attn: SSO Program Manager  
P.O. Box 100  
Sacramento, CA 95812

8. **SSMP Updates** - The SSMP must be updated every five (5) years, and must include any significant program changes. Re-certification by the governing Board of the Discharger is required when significant updates to the SSMP are made. To complete the re-certification process, the Discharger shall enter the data in the Online SSO Database and mail the form to the State Water Board, as described above.
9. **SSMP Implementation Schedule** - The SSMP must be approved by the deadlines listed in the SSMP Time Schedule below. The Discharger shall comply with these requirements according to the following schedule. This time schedule does not supersede existing requirements or time schedules associated with other permits or regulatory requirements.

## Sewer System Management Plan Time Schedule

<b>Task and Associated Section</b>	<b>Completion Date<sup>1</sup></b>			
	<b>Population &gt; 100,000</b>	<b>Population between 100,000 and 10,000</b>	<b>Population between 10,000 and 2,500</b>	<b>Population &lt; 2,500</b>
Establish Online SSO Database Account <b>Section G.6</b>	3 months <sup>2</sup>	3 months <sup>2</sup>	3 months <sup>2</sup>	3 months <sup>2</sup>
Reporting Program <sup>1</sup> <b>Section G</b>	12 months	12 months	12 months	12 months
SSMP Development Plan and Schedule <b>No Specific Section</b>	9 months	12 months	24 months	24 months
Goals and Organization Structure <b>Section E.3.a. &amp; b.</b>	12 months	12 months	24 months	24 months
Overflow Emergency Response Program <b>Section E.3.f.</b>	24 months	30 months	42 months	45 months
Legal Authority <b>Section E.3.c.</b>	24 months	30 months	42 months	45 months
Operation and Maintenance Program <b>Section E.3.d.</b>	24 months	30 months	42 months	45 months
FOG Control Program <b>Section E.3.g.</b>	24 months	30 months	42 months	45 months
Design and Performance <b>Section E.3.e.</b>	36 months	39 months	48 months	51 months
System Evaluation and Capacity Assurance Plan <b>Section E.3.h.</b>	36 months	39 months	48 months	51 months
Final SSMP, incorporating all of the SSMP requirements <b>Section E</b>	36 months	39 months	54 months	57 months

## Notes:

1. Completion date timeframes correspond to facility specific WDR adoption dates for which these Requirements are attached to the adopted WDR unless noted otherwise.
2. Three months from the date these Requirements are issued as part of wastewater treatment facility specific WDRs or from the date State Board establishes criteria for "non-enrollee" SSO database accounts if not available at the time these Requirements are issued.

10. **SSMP Availability** - A copy of the certified SSMP shall be maintained at appropriate locations (such as the Discharger's offices, facilities, and/or Internet homepage) and shall be available to sanitary sewer system operating and maintenance personnel at all times.

**F. ENTRY AND INSPECTION**

1. The Discharger shall allow the State or Central Coast Water Board or their authorized representative, upon presentation of credentials and other documents as may be required by law, to:
  - a. Enter upon the Discharger's premises where a regulated facility or activity is located or conducted, or where records are kept under the conditions of these Requirements;
  - b. Have access to and copy, at reasonable times, any records that must be kept under the conditions of these Requirements;
  - c. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under these Requirements; and
  - d. Sample or monitor at reasonable times, for the purposes of assuring compliance with these Requirements or as otherwise authorized by the California Water Code, any substances or parameters at any location.

**G. SSO MONITORING AND REPORTING REQUIREMENTS**

1. These monitoring and reporting requirements establish monitoring, record keeping, reporting and public notification requirements for sanitary sewer system overflows. Revisions to these Requirements may be made at any time by the Executive Officer, and may include a reduction or increase in the monitoring and reporting.

**General Monitoring and Reporting Requirements**

2. The Discharger shall furnish to the State or Central Coast Water Board, within a reasonable time, any information which the State or Central Coast Water Board may request to determine whether cause exists for modifying, revoking and reissuing, or terminating these Requirements. The Discharger shall also furnish to the Executive Director of the State Water Board or Executive Officer of the Central Coast Water Board, upon request, copies of records required to be kept by these Requirements.
3. Pursuant to Health and Safety Code section 5411.5, any person who, without regard to intent or negligence, causes or permits any untreated wastewater or

other waste to be discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State, as soon as that person has knowledge of the discharge, shall immediately notify the local health officer of the discharge. Discharges of untreated or partially treated wastewater to storm drains and drainage channels, whether man made or natural or concrete lined, shall be reported as required above.

4. All SSOs greater than 1,000 gallons discharged in or on any waters of the State, or discharged in or deposited where it is, or probably will be, discharged in or on any surface waters of the State shall also be reported to the Office of Emergency Services pursuant to California Water Code section 13271.

Office of Emergency Services  
Phone (800) 852-7550

5. The above reporting requirements do not preclude other emergency notification requirements and timeframes mandated by other regulatory agencies (Local County Health Officers, Local Director of Environmental Health, State Water Board, or Office of Emergency Services) or State law.

#### **SSO Database Accounts**

6. The Discharger shall obtain SSO Database accounts and receive a "Username" and "Password" by registering through the California Integrated Water Quality System (CIWQS)<sup>2</sup>. These accounts will allow controlled and secure entry into the SSO Database. Additionally, within 30-days of receiving an account and prior to recording spills into the SSO Database, all Dischargers must complete the "Collection System Questionnaire", which collects pertinent information regarding a Discharger's collection system. The "Collection System Questionnaire" must be updated at least every 12 months.

#### **SSO Categories**

7. **Category 1** - All discharges of sewage resulting from a failure in the Discharger's sanitary sewer system that:
  - a. Equal or exceed 1000 gallons, or
  - b. Result in a discharge to a drainage channel and/or surface water; or
  - c. Discharge to a storm drain pipe that was not fully captured and returned to the sanitary sewer system.
8. **Category 2** - All other discharges of sewage resulting from a failure in the Discharger's sanitary sewer system.

<sup>2</sup> The State Board is currently developing database account criteria for sewer collection system owners other than those required to seek coverage under State Water Resources Control Board Order No. 2006-0003 (Statewide General Waste Discharge Requirements for Wastewater Collection System Agencies). The State Board intends to post "non-enrollee" account application information on its SSO Program webpage located at <http://www.waterboards.ca.gov/ss0/index.html> by November 2, 2006.

9. **Private Lateral Sewage Discharges** – Sewage discharges that are caused by blockages or other problems within a privately owned lateral.

**SSO Reporting Timeframes**

10. **Category 1 SSOs** – All SSOs that meet the above criteria for Category 1 SSOs must be reported as soon as: (1) the Discharger has knowledge of the discharge, (2) reporting is possible, and (3) reporting can be provided without substantially impeding cleanup or other emergency measures. Initial reporting of Category 1 SSOs must be reported to the Online SSO System as soon as possible but no later than 3 business days after the Discharger is made aware of the SSO. Minimum information that must be contained in the 3-day report must include all information identified in section 9 below, except for item 8. k. A final certified report must be completed through the Online SSO System, within 15 calendar days of the conclusion of SSO response and remediation. Additional information may be added to the certified report, in the form of an attachment, at any time.
11. **Category 2 SSOs** – All SSOs that meet the above criteria for Category 2 SSOs must be reported to the Online SSO Database within 30 days after the end of the calendar month in which the SSO occurs (e.g. all SSOs occurring in the month of January must be entered into the database by March 1st).
12. **Private Lateral Sewage Discharges** – All sewage discharges that meet the above criteria for Private Lateral sewage discharges may be reported to the Online SSO Database based upon the Discharger's discretion. If a Private Lateral sewage discharge is recorded in the SSO Database, the Discharger must identify the sewage discharge as occurring and caused by a private lateral, and a responsible party (other than the Discharger) should be identified, if known.
13. If there are no SSOs during the calendar month, the Discharger will provide, within 30 days after the end of each calendar month, a statement through the Online SSO Database certifying that there were no SSOs for the designated month.
14. In the event that the SSO Online Database is not available, the Discharger must fax all required information to the appropriate Regional Water Quality Control Board office in accordance with the time schedules identified above. In such events, the Discharger must also enter all required information into the Online SSO Database as soon as practical.

**Mandatory Information to be Included in SSO Online Reporting**

15. At a minimum, the following mandatory information that must be included prior to finalizing and certifying an SSO for each category of SSO:
- a. Category 1 SSOs:
    - i) All information listed for Category 2 SSOs, as well as;

- ii) Estimated SSO volume that reached surface water, drainage channel, or not recovered from a storm drain;
  - iii) Estimated SSO amount recovered;
  - iv) Response and corrective action taken;
  - v) If samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken NA must be selected.
  - vi) Parameters that samples were analyzed for (if applicable);
  - vii) Identification of whether or not health warnings were posted;
  - viii) Beaches impacted (if applicable). If no beach was impacted NA must be selected;
  - ix) Whether or not there is an ongoing investigation;
  - x) Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the overflow and a schedule of major milestones for those steps;
  - xi) OES control number (if applicable);
  - xii) Date OES was called (if applicable);
  - xiii) Time OES was called (if applicable);
  - xiv) Identification of whether or not County Health Officers were called;
  - xv) Date County Health Officer was called (if applicable); and
  - xvi) Time County Health Officer was called (if applicable).
- b. Category 2 SSOs:
- i) Location of SSO by entering GPS coordinates;
  - ii) Applicable Regional Water Quality Control Board, i.e. identify the region in which the SSO occurred;
  - iii) County where SSO occurred;
  - iv) Whether or not the SSO entered a drainage channel and/or surface water;
  - v) Whether or not the SSO was discharged to a storm drain pipe that was not fully captured and returned to the sanitary sewer system;
  - vi) Estimated SSO volume in gallons;
  - vii) SSO source (manhole, cleanout, etc...);
  - viii) SSO cause (mainline blockage, roots, etc...);
  - ix) Time of SSO notification or discovery;
  - x) Estimated operator arrival time;
  - xi) SSO destination;
  - xii) Estimated SSO end time; and
  - xiii) SSO Certification. Upon SSO Certification, the SSO Database will issue a Final SSO Identification (ID) Number.
- c. Private Lateral Sewage Discharges:
- i) All information listed above (if applicable and known), as well as;
  - ii) Identification of sewage discharge as a private lateral sewage discharge; and
  - iii) Responsible party contact information (if known).
16. The SSO database will automatically generate an e-mail notification with customized information about the SSO upon initial reporting of the SSO and final



certification for all Category 1 SSOs. E-mails will be sent to the appropriate County Health Officer and/or Environmental Health Department if the county desires this information, and the Central Coast Water Board.

#### **H. RECORD KEEPING**

1. Individual SSO records shall be maintained by the Discharger for a minimum of five years from the date of the SSO. This period may be extended when requested by the State or Central Coast Water Board.
3. All records shall be made available for review upon State or Central Coast Water Board staff's request.
4. All monitoring instruments and devices that are used by the Discharger to fulfill the prescribed monitoring and reporting program shall be properly maintained and calibrated as necessary to ensure their continued accuracy;
5. The Discharger shall retain records of all SSOs, such as, but not limited to and when applicable:
  - a. Record of Certified report, as submitted to the online SSO database;
  - b. All original recordings for continuous monitoring instrumentation;
  - c. Service call records and complaint logs of calls received by the Discharger;
  - d. SSO calls;
  - e. SSO records;
  - f. Steps that have been and will be taken to prevent the SSO from recurring and a schedule to implement those steps.
  - g. Work orders, work completed, and any other maintenance records from the previous 5 years which are associated with responses and investigations of system problems related to SSOs;
  - h. A list and description of complaints from customers or others from the previous 5 years; and
  - i. Documentation of performance and implementation measures for the previous 5 years.
6. If water quality samples are required by an environmental or health regulatory agency or state law, or if voluntary monitoring is conducted by the Discharger or its agent(s), as a result of any SSO, records of monitoring information shall include:
  - a. The date, exact place, and time of sampling or measurements;
  - b. The individual(s) who performed the sampling or measurements;
  - c. The date(s) analyses were performed;
  - d. The individual(s) who performed the analyses;
  - e. The analytical technique or method used; and,
  - f. The results of such analysis.

**I. CHANGE IN OWNERSHIP**

1. These Requirements are not transferable to any person or party, except after notice to the Central Coast Water Board Executive Officer. The Discharger shall submit this notice in writing at least 90 days in advance of any proposed transfer of the sanitary sewer collection system. The notice must include contact information for both the existing and new Discharger and a specific date for the transfer of ownership. The existing Discharger will be liable for violations up to the transfer date and the State or Central Coast Water Board will evaluate the regulatory mechanism by which the new Discharger will be required to implement sanitary sewer system requirements from the transfer date forward.

**J. INCOMPLETE REPORTS**

1. If the Discharger becomes aware that it failed to submit any relevant facts in any report required under these Requirements, the Discharger shall promptly submit such facts or information by formally amending the report in the Online SSO Database.

**K. REPORT CERTIFICATION**

1. All reports required by these Requirements and other information required by the State or Central Coast Water Board shall be signed and certified as follows:
  - a. For a corporation; by a responsible corporate officer (i.e., president, secretary, or treasurer, or vice president of appropriate business function) as defined in 40CFR Part 122;
  - b. For a partnership or sole proprietorship; by a general partner or the proprietor, respectively;
  - c. For a "municipality", state, federal, or other public agency; by either a principal executive officer or ranking elected official; or,
  - d. Their "duly authorized representative."
  - e. An individual is a duly authorized representative only if:
    - i) The authorization is made in writing by a person described in paragraphs (i through iii) of this provision; and
    - ii) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity.
  - f. Registration of authorized individuals, who may certify reports, will be in accordance with the California Integrated Water Quality System (CIWQS) protocols for reporting. (For purposes of electronic reporting, an electronic

signature and accompanied certification, which is in compliance with the Online SSO database procedures, meets this certification requirement.)